

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

**POSITION TITLE:** Radiology/Mammography Supervisor  
**POSITION NUMBER:** 02401  
**DEPARTMENT:** Radiology  
**LOCATION:** 525 Airport Road Oneida WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Continuum of Care Director  
**SALARY:** E07 \$60,783/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** February 6, 2019  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** February 13, 2019  
**Proposed Start Date:** As Soon As Possible

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

Coordinates the radiology/mammography of radiologic procedures, budget processing, purchasing and clerical duties. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Provide and monitor planning, organizing, coordinating radiology operations.
2. Supervise, assign duties to, and coordinate the activities of staff to include evaluations, scheduling, disciplinary actions, hiring, training, orientation, coaching, and employee motivation.
  - a. motivate employees to achieve peak productivity and performance.
  - b. Assure the competency of radiology staff through appropriate credentialing, training, staff development and performance appraisal.
3. Develop and implement policies and procedures related to radiology practice.
4. Assist with development of budgetary, financial and programmatic aspects for radiology services.
5. Maintain the department's continuous quality improvement, safety, environment, infection control and compliance issues with state, federal, and accreditation regulations.
6. Serve as primary liaison with all regulatory agencies.
7. Oversee cost control measures in the utilization of department supplies, materials, equipment and personnel.
8. Prepare work schedules, payroll records and other statistical reports.
9. Coordinate appointment calendars for patients.
10. Prepares patient for radiographic, or mammography procedures as appropriate to requirements; explains procedures to patients and positions patients as appropriate to prescribed procedure; assists patients at end of procedure.
11. Follow prescribed procedure in the administration of radiography or mammography; determines appropriate calibrations and/or techniques, arranges immobilization and/or support devices, and selects appropriate film or film printing device.
12. Develop or prints film as appropriate, in accordance with proper radiographic techniques.
13. Maintain stock supplies and assists in determining quantities for purchase; performs general office duties such as delivering and retrieving film, recording procedure codes for billing purposes, typing forms, and scheduling patients.

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

14. Follow up on positive mammograms, make referrals, notify patients and providers of additional procedures, and tracks follow up procedures.
15. Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices.
16. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
17. Contribute to a team effort and accomplish related results as required.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, stand, walk; reach with hands and arms.
2. Occasionally stand, stoop, kneel, crouch, lift and/or move up to fifty (50) pounds.
3. Work is generally performed in a medical office, clinic or hospital setting with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine basis.
4. Evening and/or weekend work or extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of modern office practices, procedures, and equipment.
2. Knowledge of the physical and operational characteristics of radiographic and mammography.
3. Knowledge of accreditation and certification requirements and standards.
4. Knowledge of appropriate x-ray exposure times, and safety parameters.
5. Knowledge of radiography and/or mammography scanning principles, procedures, and standards.
6. Knowledge of radiographic development techniques.
7. Knowledge of sterile procedures.
8. Knowledge of related accreditation and certification requirements.
9. Knowledge of supervisory techniques.
10. Knowledge and skill in records maintenance.
11. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
12. Ability to make administrative/procedural decisions and judgments.
13. Ability to read, understand, follow, and enforce safety procedures.
14. Ability to safely lift, and physically manipulate patients.
15. Ability to calibrate and configure radiographic and or mammography equipment and associated facilities and devices in accordance with procedures and standards.
16. Ability to communicate technical information to non-technical personnel.
17. Ability to maintain quality, safety, and/or infection control standards.
18. Ability to communicate effectively in the English language, both verbally and in writing.
19. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
20. Ability to handle multiple tasks and meet deadlines.
21. Ability to work independently with minimal supervision.
22. Ability to oversee department budget.
23. Ability to produce various reports.
24. Ability and willingness to provide strong customer service orientation.
25. Ability to obtain First Aid Certification and CPR certification.

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#### **STANDARD QUALIFICATIONS: (Cont.)**

26. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
27. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
28. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
29. Must be willing and able to obtain additional education and training.
30. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
31. Employees are required to have proof of immunity or dates of 2 doses of MMR and of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
32. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
33. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Bachelor's Degree in Radiologic Technology.
2. Certified Mammography Technician.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Associate Degree as a Radiology Technician; one (1) year experience; one (1) year experience in a supervisory capacity; American Registry of Radiologic Technology License; Training/education specific to mammography required.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**